



# Department of Defense DIRECTIVE

NUMBER 1125.3

April 7, 1978

Incorporating Change 1, August 22, 1991

*ASD(FM&P)*

SUBJECT: Vending Facility Program for the Blind on Federal Property

References: (a) Randolph-Sheppard Vending Stand Act (49 Stat. 1559, as amended by Act of 3 August 1954) (P. L. 83-556, 68 Stat. 663, as further amended by P. L. 93-516 (88 Stat. 1622) 20 U.S.C. 107)  
(b) Title 45, Code of Federal Regulations Chapter XIII, Part 1369  
(c) DoD Directive 1125.3, "Preference to Blind Persons in Operating Vending Stands," August 15, 1963 (hereby canceled)

## 1. REISSUANCE AND PURPOSE

1.1. This Directive:

1.1.1. Reissues reference (c) to implement the provisions of references (a) and (b); and

1.1.2. Establishes within the Department of Defense:

1.1.2.1. Uniform policies for application of priority accorded the blind to operate vending facilities;

1.1.2.2. Requirements for satisfactory vending facility sites in DoD Component-owned or occupied buildings; and,

1.1.2.3. Vending machine income-sharing requirements on property under the jurisdiction of a DoD Component.

1.2. Reference (c) and Report Control symbols DD-M(AR)570 and DD-M(A)571 are hereby superseded and canceled.

## 2. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components") in the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam and the Virgin islands.

## 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

## 4. POLICY

In implementation of the Randolph-Sheppard Act, priority on DoD-controlled property will be extended to the blind as set out below:

4.1. The blind will be given a priority in establishment and operation of vending facilities.

4.2. The blind will be given a priority in award of contracts to operate cafeterias.

4.3. In conjunction with acquisition or substantial alteration or renovation of property, satisfactory sites will be provided for operation of blind vending facilities.

4.4. Certain income from vending machines operated by a DoD Component either directly or by contract will be given to State licensing agencies.

## 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (*Force Management and Personnel* (ASD(FM&P))) will monitor the overall DoD program and consult with DoD Components on all determinations:

5.1.1. That the granting of a priority to the blind would be adverse to the interests of the United States; and

5.1.2. To suspend or terminate a permit to operate a vending facility.

5.2. The Head of the DoD Component concerned, in monitoring its program shall:

5.2.1. Approve/disapprove State licensing agency applications for permits and the provision of satisfactory sites;

5.2.2. Consult with the on-site official on determinations that granting a priority to the blind would be adverse to the interests of the United States and on termination of contracts to operate a cafeteria; and

5.2.3. Where circumstances warrant, suspend or terminate a permit to operate a vending facility.

5.3. The On-site Official will be the point of contact with State licensing agencies and will:

5.3.1. Consult with State licensing agencies on articles and services to be provided;

5.3.2. Determine, when appropriate, that granting a priority to the blind would be adverse to the interests of the United States and justify this determination to the Secretary, U.S. Department of Education through the Head of the DoD Component;

5.3.3. Notify State licensing agencies of acquisition or substantial alteration or renovation of property;

5.3.4. Ensure that operators are in fact State licensed blind persons and that sighted employees and assistants are utilized only to the extent reasonably necessary; and

5.3.5. Negotiate with State licensing agencies on other matters indicated in enclosure 2.

## 6. REQUIREMENTS AND OPERATING PROCEDURES

DoD Component requirements and operating procedures are set forth in enclosure 2.

## 7. ARBITRATION

Whenever any State licensing agency for the blind determines that any activity of the Department of Defense is failing to comply with the provisions of the Act (reference (a)) and all informal attempts to resolve the issues have been unsuccessful, the State

licensing agency may file a complaint with the Secretary, *U.S. Department of Education*, who will convene an ad hoc arbitration panel in accordance with the provisions of 45 CFR 1369.37 (reference (b)).

#### 8. REPORTS REQUIRED

Within 90 days after the end of each fiscal year, DoD Components shall forward to the Assistant Secretary of Defense (*Force Management and Personnel*) the total number of applications for vending facility locations received from State licensing agencies, the number approved, the number denied, and number still pending, the total amount of vending machine income collected (as defined in enclosure 1, excluding income exempt from the income sharing requirements by subparagraph E2.1.5.3., enclosure 2), and the amount of such vending machine income disbursed to State licensing agencies in each State. These reporting requirements have been assigned Inter-agency Report Control Number 1270. *ED-AN*.

#### 9. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. It will be transmitted by the DoD Components intact and only Component implementing directions may be added. Forward two copies of implementing regulations to the Assistant Secretary of Defense (*Force Management and Personnel*) for approval within 90 days.



HAROLD BROWN  
Secretary of Defense

Enclosures - 3

- E1. Definitions
- E2. DoD Component Requirements and Operating Procedures
- E3. List of State Licensing Agencies

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. Blind Licensee. A blind person licensed by the State licensing agency to operate a vending facility on Federal or other property.

E1.1.2. Cafeteria. A food dispensing facility which provides a broad variety of prepared foods and beverages (including hot meals) primarily through the use of a serving line where the customer serves or selects for himself from displayed selections. A cafeteria may be fully automatic, self-service, or have limited waiter or waitress service. Table or booth seating facilities are always provided. DoD Component food dispensing facilities which conduct cafeteria-type operations during part of their normal operating day and full table-service operations during the remainder of their normal operating day are not "cafeterias" if they engage primarily in full table service operations.

E1.1.3. Direct Competition. The presence and operation of a DoD Component vending machine or a vending facility on the same premises as a vending facility operated by a blind vendor. Vending machines or vending facilities operated in areas serving employees, the majority of whom normally do not have access (in terms of uninterrupted ease of approach and the amount of time required to patronize the vending facility) to the vending facility operated by a blind vendor, will not be considered to be in direct competition with that vending facility.

E1.1.4. Federal Property. Any building, land, or other real property owned, leased, or occupied by any Department, Agency, or instrumentality of the United States.

E1.1.5. Head of the DoD Component. Deputy Secretary of Defense, Secretaries of the Military Departments and the Directors of Defense Agencies or their designees. For the Pentagon Building only, the Deputy Assistant Secretary of Defense (Administration) is designated as the "Head of the DoD Component."

E1.1.6. Individual Location, Installation, or Facility. A single building or a self-contained group of buildings. A self-contained group of buildings means two or more buildings which are in close proximity to each other, and between which a majority of the Federal employees working in such buildings regularly move from one building to another in the normal course of their official business during a normal working day.

E1.1.7. Federal Employees. Civilian appropriated fund and non-appropriated fund employees of the United States.

E1.1.8. License. A written instrument issued by a State licensing agency to a blind person, authorizing that person to operate a vending facility on Federal or other property.

E1.1.9. Normal Working Hours. An 8-hour work period between the hours of 0800 and 1800 hours, Monday through Friday.

E1.1.10. ON-SITE OFFICIAL. The individual in command of an installation or separate facility or location. For the Pentagon Building only, the chairman of the Department of Defense Concession Committee is designated as the on-site official.

E1.1.11. Permit. The official written approval to establish and operate a vending facility requested by and issued to a State licensing agency by a DoD Component.

E1.1.12. Satisfactory Site. An area fully accessible to vending facility patrons and having sufficient electrical, plumbing, heating, and ventilation outlets for the location of a vending facility in accordance with applicable health and building requirements. Effective March 23, 1977, a "satisfactory site" will have a minimum of 250 square feet available for sale of items and for storage of articles necessary for the operation of a vending facility, unless the Head of the DoD Component and the State licensing agency agree that a smaller or larger facility is appropriate.

E1.1.13. State. The 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, and the Virgin Islands.

E1.1.14. State Licensing Agency. The State agency designated by the *U.S. Department of Education*, Commissioner of the Rehabilitation Services Administration to issue licenses to blind persons for the operation of vending facilities on Federal and other property.

E1.1.15. Substantial Alteration or Renovation. A permanent material change in the floor area of a building which would render it appropriate for the location and operation of a vending facility by a blind vendor.

E1.1.16. Vending Facility. Automatic vending machines, cafeterias, snack bars, cart services, shelters, and counters, which sell such items as newspapers, periodicals, confections, tobacco products, foods, beverages, and other articles and services to be dispensed automatically or manually and that are prepared on or off the premises in

accordance with applicable health laws and further including the vending or exchange of chances for any lottery authorized by State law and conducted by an agency of a State within such State. "Vending facility" does not include food dispensing facilities (e.g., food operations of open messes/military clubs) which engage primarily in full table-service operations.

E1.1.17. Vending Machine. For the purpose of assigning vending machine income, means a coin or currency operated machine that dispenses articles or services, except that machines providing services of a recreational nature, commonly referred to as amusement machines (e.g., jukeboxes, pinball machines, electronic game machines, pool tables, shuffle boards, etc.) and telephones, are not considered to be vending machines.

E1.1.18. Vending Machine Income. DoD Component receipts from DoD Component vending machine operations on Federal property, after deducting all applicable costs incurred (costs of goods, service, maintenance, repair, cleaning, depreciation, supervisory and administrative personnel, normal accounting, accounting for income-sharing, and so forth) where the machines are operated by any DoD Component activity; or commissions received (less applicable DoD Component costs) by any DoD Component activity from a commercial vending firm which provides vending machines on Federal property for, or with the approval of, any DoD Component activity.

E1.1.19. Vendor. A blind licensee who is operating a vending facility on Federal or other property.

## E2. ENCLOSURE 2

### DoD COMPONENT REQUIREMENTS AND OPERATING PROCEDURES

E2.1.1. DoD Components will take necessary action to ensure that, within their areas of responsibility, the requirements set forth below are implemented.

E2.1.2. The blind have a priority right to operate vending facilities on DoD-controlled property when the opportunity to operate them becomes available. The priority extended allows blind licensees to be gainfully employed while primary responsibility for carrying out this intent falls upon the State licensing agency, it is nevertheless a responsibility of the on-site official to ensure that the operator is in fact a State licensed blind person and that sighted employees or assistants are utilized only to the extent reasonably necessary.

E2.1.2.1. This priority will not be accorded when the on-site official determines, after conferring with the Head of the DoD Component, that the interests of the United States would be adversely affected if the priority were accorded.

E2.1.2.2. Any determination that according the priority would be adverse to interests of the United States must be fully justified in writing through the Head of the DoD Component concerned (who will consult with the Assistant Secretary of Defense (*Force Management and Personnel*) (ASD(FM&P))). The justification then shall be sent to the Secretary, *U.S. Department of Education*, who has authority to determine whether the failure to accord the priority is justified by the circumstances. This determination by the Secretary, *U.S. Department of Education* must be published in the Federal Register and is binding upon the DoD Component.

E2.1.2.3. Applications for permits by the State licensing agency to operate vending facilities (except cafeterias) on DoD-controlled property must be submitted in writing to the Head of the DoD Component concerned, through the on-site official. When an application is not approved, the Head of the DoD Component will advise the State licensing agency in writing and will indicate the reasons for the disapproval. When issued, permits will describe the location of the vending facility and will be subject to the following requirements:

E2.1.2.3.1. The permit will be issued in the name of the State licensing agency.



E2.1.2.3.2. The permit will be issued for an indefinite period of time subject to suspension or termination upon failure to comply with agreed upon terms; and subject to termination by either party upon 60 days written notice to the other party, in cases of (a) inactivation of the installation or activity, (b) loss of use of a building or other facility housing the vending facility, (c) change in the DoD Component's requirements for service, or (d) inability of the State licensing agency to continue to operate the vending facility.

E2.1.2.3.3. The permit will provide that:

E2.1.2.3.3.1. No charge will be made by the DoD Component to the State licensing agency for normal repair and maintenance of the building, or for cleaning areas adjacent to the designated vending facility boundaries, or for trash removal from a designated collection point.

E2.1.2.3.3.2. The State licensing agency will be responsible for cleaning and maintaining the appearance of and for the security of the vending facility within the designated boundaries of such facility and for all costs of every kind in conjunction with vending facility equipment, merchandise and other products to be sold, except as provided in E2.1.2.3.3.5., below. Neither party will be responsible for loss or damage to the other's property, unless proximately caused by its acts or omissions. The State licensing agency will also be responsible for the acts or omissions of the blind vendor, his employees or agents.

E2.1.2.3.3.3. Articles sold at such vending facilities may consist of newspapers, periodicals, publications, confections, tobacco products, foods, beverages, chances for any lottery authorized by State law and conducted by an agency of a State within such State, and other articles or services traditionally found in blind operated vending facilities operated under the Randolph-Sheppard Act as determined by the State licensing agency in consultation with the on-site official, to be suitable for a particular location (articles and services may be dispensed automatically or manually);

E2.1.2.3.3.4. Vending facilities will be operated in compliance with applicable health, sanitation and building codes, ordinances, and regulations;

E2.1.2.3.3.5. Installation, modification, relocation, removal, and renovation of vending facilities will be subject to the prior approval of the on-site official and the State licensing agency. Costs of installation, modification, removal, relocation or renovation will be paid by the initiating party. In any case of suspension or termination of a permit to operate a vending facility on the basis of noncompliance

by either party, the costs of removal from the building will be borne by the noncomplying party.

E2.1.2.3.4. The permit will also contain appropriate requirements for reimbursement or direct payment for support services such as utilities and telephone service.

E2.1.2.3.5. In the event the blind licensee fails to provide satisfactory service or otherwise fails to comply with the requirements of the permit issued to the State licensing agency, the on-site official will, after coordinating with the Head of the DoD Component, notify the State licensing agency of this deficiency in writing and request corrective action within a specified reasonable time. The notice will indicate that failure to correct the deficiency will result in temporary suspension or termination of the permit, as appropriate. Suspension or termination action will be taken by the Head of the DoD Component concerned after consultation with the *ASD(FM&P)*.

E2.1.3. The blind have a priority right to operate cafeterias on DoD-controlled property, as set out in E2.1.3.1. or E2.1.3.2., below, when the cafeteria operation involved is contracted.

E2.1.3.1. Procuring activity solicitations, when issued, will establish basic requirements and the criteria for judging proposals. One copy of each solicitation will be provided to the State licensing agency for the blind. The criteria upon which proposals will be evaluated may include factors such as sanitation practices, personnel, staffing, menu pricing and portion sizes, variety, budget and accounting practices, fees, and other relevant considerations.

E2.1.3.1.1. If the State licensing agency submits a proposal and it is not within the competitive range established by the contracting officer, award may be made to another offeror following normal procurement procedures, but only after the on-site official confers with the Head of the DoD Component.

E2.1.3.1.2. If the State licensing agency submits a proposal and it is within the competitive range established by the contracting officer, the contract will be awarded to the State licensing agency except as provided in E2.1.3.1.3., below.

E2.1.3.1.3. The contracting officer may award to other than the State licensing agency when the on-site official determines that award to the State licensing agency would adversely affect the interests of the United States and the Secretary, *U.S. Department of Education*, approves the determination (processing will be in accordance with E2.1.2., above), or when the on-site official determines, after

conferring with the Head of the DoD Component, and the Secretary, *U.S. Department of Education*, agrees, that the blind vendor does not have the capacity to operate a cafeteria in such a manner as to provide food service at a comparable cost and of comparable high quality as that available from other providers of cafeteria services.

E2.1.3.2. Direct negotiations may be undertaken with State licensing agencies whenever the on-site official, with concurrence of the Head of the DoD Component, has determined that the State licensing agency, through its blind licensee, can provide the cafeteria services required at a reasonable cost, with food of a high quality comparable to that available from other providers of cafeteria services. In the event direct negotiations fail to result in a contract with the State licensing agency, the procedures prescribed in E2.1.3.1., above, will be followed.

E2.1.3.3. The operation of a cafeteria by a blind vendor will be governed by contractual agreement, not by a permit. Normal contract administration procedures will apply, except that termination actions will not be taken without prior coordination with the Head of the DoD Component concerned.

E2.1.3.4. All contracts for the operation of cafeterias on DoD-controlled property with other than State licensing agencies will, upon expiration, be processed under the above paragraphs unless the State licensing agency informs the on-site official that it is not prepared to exercise its priority at that time.

E2.1.4. Any DoD Component acquired (purchased, rented, leased, constructed), or substantially altered or renovated building is required to have one or more satisfactory sites (as defined in enclosure 1) for a blind-operated vending facility, except as provided in subparagraph E2.1.4.1., below.

E2.1.4.1. A determination that a building contains a satisfactory site or sites is presumed made if the State licensing agency and the on-site official consult and agree that the site or sites provided are satisfactory.

E2.1.4.1.1. DoD Components will notify by certified or registered mail, return receipt requested, the appropriate State licensing agency (see enclosure 3) of buildings to be acquired or substantially altered or renovated. This notification will be provided at least 60 days in advance of the intended acquisition date or the initiation of actual construction, alteration or renovation. As a practical matter, the State licensing agency should be contacted early in the planning or design stage of a project. (This notice requirement does not apply in cases as described in subparagraph E2.1.4.1.1.3., below.) This notification will:

E2.1.4.1.1.1. Indicate that a satisfactory site or sites for the location and operation of a blind vending facility is included in the plans for the building,

E2.1.4.1.1.2. Forward a copy of a single line drawing indicating the proposed location of such site or sites,

E2.1.4.1.1.3. Assure the State licensing agency that, subject to the approval of the DoD Component involved, it will be offered the opportunity to select the location and type of vending facility to be operated by a blind vendor prior to completion of the final space layout of the building, and

E2.1.4.1.1.4. Also indicate that an unexplained response indicating that the State licensing agency does not desire to establish and operate a vending facility, or the absence of a response within 30 days will be construed by the DoD Component concerned as a determination by the State licensing agency that the number of persons using the property is or will be insufficient to support a vending facility.

E2.1.4.1.2. The State licensing agency must respond within 30 days acknowledging receipt of the correspondence from the DoD Component and indicating whether it is interested in establishing a vending facility, and if interested, indicating its agreement or alternate selection of a location and its selection of type of vending facility. A copy of the written notice to the State licensing agency and the State licensing agency's response, if any, will be provided to the Secretary, HEW.

E2.1.4.1.3. If the State licensing agency responds indicating that it does not desire to establish and operate a vending facility and sets forth any specific basis other than the insufficiency of persons to support a vending facility, then a satisfactory site which meets anticipated needs of the DoD Component will be incorporated. Each such satisfactory site will meet or exceed the requirements defined in enclosure 1.

E2.1.4.1.4. If an unexplained response indicating that the State licensing agency does not desire to establish and operate a vending facility is received, or if no response is received within the 30 day period, the on-site official will, through the Head of the DoD Component, notify the Secretary, *U.S. Department of Education*, that the State licensing agency's response or failure to respond has been construed as a determination by the State licensing agency that the number of persons using the property is or will be insufficient to support a vending facility and that a satisfactory site to be operated under the auspices of the State licensing agency will not be incorporated, unless directed by the Secretary, *U.S. Department of Education*. This notification will also be provided if the State licensing agency responds and affirmatively indicates that it has made such a determination.

E2.1.4.2. The Secretary, *U.S. Department of Education*, has determined that the requirement to provide a satisfactory site does not apply:

E2.1.4.2.1. When fewer than 100 Federal employees (as defined in enclosure 1) will be located in the building during normal working hours; or

E2.1.4.2.2. When the building contains less than 15,000 square feet to be used for Federal Government purposes in the case of a building in which services are to be provided to the general public.

E2.1.4.3. The provisions of E2.1.4.2.2., above, do not preclude arrangements under which vending facilities to be operated by blind vendors may be established in buildings of a size or with an employee population less than that specified. For example, if a building is to be constructed which would contain only 30 Federal employees, upon agreement of the on-site official and the State licensing agency, the DoD Component concerned may determine to provide a satisfactory site in which the blind have agreed to operate a vending facility.

E2.1.4.4. When a DoD Component is leasing all or part of a privately owned building in which the lessor or any of its tenants have an existing restaurant or other food facility in a part of the building not covered by the lease and operation of a vending facility would be in substantial direct competition with such restaurant or other food operation, the requirement to provide a satisfactory site does not apply.

E2.1.5. Effective January 2, 1975, vending machine income generated by the Department of Defense will be shared with State licensing agencies for the blind and/or blind vendors as set forth below. The on-site official is responsible for the collection of, and accounting for, such vending machine income (as defined in enclosure 1) and for otherwise ensuring compliance with the requirements of this paragraph.

E2.1.5.1. The vending machine income-sharing requirements are as follows:

E2.1.5.1.1. One hundred percent (100%) of the vending machine income from vending machines in direct competition with blind-operated vending facilities will be provided the State licensing agency.

E2.1.5.1.2. Fifty percent (50%) of the vending machine income from vending machines not in direct competition with blind-operated vending facilities will be provided the State licensing agency.

E2.1.5.1.3. Thirty percent (30%) of the vending machine income from vending machines not in direct competition with blind-operated vending facilities and located where at least 50 percent of the total hours worked on the premises occurs during other than normal working hours (as defined in enclosure 1) will be provided the State licensing agency.

E2.1.5.2. The determination of whether a vending machine is in direct competition with the blind-operated vending facility is the responsibility of the on-site official subject to the concurrence of the State licensing agency.

E2.1.5.3. These vending machine income-sharing requirements do not apply to:

E2.1.5.3.1. Income from vending machines operated by or for the military exchanges or ships' stores systems; or

E2.1.5.3.2. Income from vending machines, not in direct competition with a blind-operated vending facility, at any individual location, installation, or facility (as defined in enclosure 1) where the total of the vending machine income (as defined in enclosure 1) from all such machines at such location, installation, or facility does not exceed \$3,000 annually.

E2.1.5.4. The payment to State licensing agencies under these *income sharing requirements must be made quarterly on a fiscal year basis.*

### E3. ENCLOSURE 3

#### STATE LICENSING AGENCIES

##### Alabama

Director  
Vocational Rehabilitation  
2129 E. South Boulevard  
P.O. Box 11586  
Montgomery, Alabama 36111  
(205) 281-8780

##### Colorado

Director  
Division of Rehabilitation  
Dept. of Social Services  
1575 Sherman Street  
Denver, Colorado 80203  
(303) 892-2652

##### Alaska

Director  
Office of Vocational Rehabilitation  
Pouch F, Mail Station 0581  
Juneau, Alaska 99811  
(907) 586-6500

##### Connecticut

Director  
Board of Education & Services for the Blind  
170 Ridge Road  
Wethersfield, Connecticut 06109  
(203) 249-8525

##### Arizona

Chief  
Rehabilitation Services Bureau  
Dept. of Economic Security  
1535 W. Jefferson, Suite 155  
Phoenix, Arizona 85007  
(602) 271-3332

##### Delaware

Delaware Bureau for the Visually Impaired  
Dept. of Health & Social Services  
305 W. Eight Street  
Wilmington, Delaware 19801  
(302) 571-3333

##### Arkansas

Commissioner  
Dept. of Social & Rehabilitation Services  
1801 Rebsamen Park Road  
P.O. Box 3781  
Little Rock, Arkansas 72203  
(501) 371-2571

##### District of Columbia

Chief, Bureau of Rehab Services  
Social and Rehabilitation Administration  
Dept. of Human Resources  
122 C Street, N.W. - 8th Floor  
Washington, D. C. 20001  
(202) 629-5896

##### California

Director  
Dept. of Rehabilitation  
830 K Street Mall  
Sacramento, California 95814  
(916) 445-3971

##### Florida

Office of Blind Services  
Dept. of Education  
2571 Executive Center  
Circle East Howard Building  
Tallahassee, Florida 32301  
(904) 488-1330

Georgia

Dept. of Human Resources  
Division of Vocational Rehabilitation  
47 Trinity Avenue  
Atlanta, Georgia 30334  
(404) 656-2621

Guam

Chief  
Division of Vocational Rehabilitation  
Government of Guam  
Board for Control for Vocational  
Rehabilitation  
Dept. of Education  
P.O. Box 10-C  
Agana, Guam 96910  
472-8806

Hawaii

Division of Vocational Rehabilitation  
Dept. of Social Services & Housing  
Room 216,  
Queen Liliuokalani Bldg.  
P.O. Box 339 Honolulu, Hawaii 96809  
(808) 548-6367

Idaho

Administrator  
Idaho Commission for the Blind  
Statehouse  
Boise, Idaho 83720  
(208) 384-3220

Illinois

Director  
State of Illinois  
Board of Vocational Education  
and Rehabilitation  
Div. of Vocational Rehabilitation  
623 East Adams Street  
Springfield, Illinois 62706  
(217) 782-2093

Indiana

Indiana Rehabilitation Services  
1028 Illinois Building  
17 W. Market Street  
Indianapolis, Indiana 46204  
(317) 633-5687

Iowa

Commission for the Blind  
Fourth and Keosauqua  
Des Moines, Iowa 50309  
(515) 283-2601

Kansas

Director  
Services for the Blind and Visually Handicapped  
State Dept. of Social and Rehabilitation Services  
Biddle Building 2700 West 6<sup>th</sup> Street  
Topeka, Kansas 66606  
(913) 296-4454

Kentucky

Assistant Superintendent of Public Instruction  
for Rehabilitation  
Bureau of Rehabilitative Services  
Capital Plaza Office Tower  
Frankfort, Kentucky 40601  
(502) 564-4440

Louisiana

Louisiana Health and Human  
Resources Administration  
Division of Family Services  
755 Riverside North  
P.O. Box 44065  
Baton Rouge, Louisiana 70804  
(504) 389-5596



Maine

Bureau of Rehabilitation  
32 Winthrop Street  
Augusta, Maine 04330  
(207) 289-2266

Missouri

Dept. of Social Services  
Division of Family Services  
Broadway State Office Building  
Jefferson City, Missouri 65101  
(314) 751-4249

Maryland

Assistant State Superintendent  
Div. of Vocational Rehabilitation  
Box 8717, Baltimore-Washington International  
Airport  
Baltimore, Maryland 21240  
(301) 796-8300

Montana

Administrator  
Visual Services Division  
Dept. of Social & Rehabilitation Services  
P.O. Box 1723  
Helena, Montana 59601  
(406) 449-3434

Massachusetts

Massachusetts Commission for the Blind  
110 Tremont Street  
Boston, Massachusetts 02108  
(617) 727-5580

Nebraska

Director, Div. of Rehabilitation Services for the Visually  
Impaired  
1047 South Street  
Lincoln, Nebraska 68502  
(402) 471-2891

Michigan

Dept. of Social Services  
Office of Services for the Blind  
300 S. Capitol Avenue  
Lansing, Michigan 48926  
(517) 373-2062

Nevada

Bureau of Services for the Blind  
State Dept. of Human Resources  
308 North Curry Street, Room 200  
Carson City, Nevada 89701  
(702) 885-4444

Minnesota

State Services for the Blind and Visually  
Handicapped  
1745 University Avenue - 1st Floor  
St. Paul, Minnesota 55104  
(612) 296-6034

New Hampshire

State Department of Education  
Div. of Vocational Rehabilitation  
105 Loudon Road, Bldg. No. 3  
Concord, New Hampshire 03301  
(603) 271-3121

Mississippi

Vocational Rehabilitation for the Blind  
P.O. Box 4872  
Jackson, Mississippi 39216  
(601) 354-6412

New Jersey

Executive Director  
Commission for the Blind and Visually Impaired  
1100 Raymond Boulevard  
Newark, New Jersey 07102  
(201) 648-2324

New Mexico

Assistant Superintendent for Vocational  
Rehabilitation  
Department of Education  
231 Washington Avenue  
P.O. Box 1830  
Santa Fe, New Mexico 87503  
(505) 827-2266

Oklahoma

Administrative Assistant Dept. of Institutions, Rehabilitative Services  
Social & Rehabilitative Services  
Division of Rehabilitative and Visual Services  
P.O. Box 25352  
Oklahoma City, Oklahoma 73125  
(405) 521-3374

New York

State Dept. of Social Services  
Commission for the Visually  
Handicapped  
10 Eyck Office Building  
40 North Pearl Street  
Albany, New York 12203  
(518) 474-6739

Oregon

Administrator  
Commission for the Blind  
535 S.E. 12th Avenue  
Portland, Oregon 97214  
(503) 238-8375

North Carolina

Director  
Div. of Services for the Blind  
N.C. Dept. of Human Resources  
410 N. Boylan Avenue  
P.O. Box 2658  
Raleigh, North Carolina 27602  
(919) 829-4231

Pennsylvania

Commonwealth of Pennsylvania  
Dept. of Public Welfare  
Bureau of the Visually Handicapped  
Dept. of Public Institutions  
Capital Association Bldg., Rm 31  
P.O. Box  
2675 Harrisburg, Pennsylvania 17120  
(717) 787-6176

North Dakota

Div. of Vocational Rehabilitation  
1025 N. 3rd Street, Box 1037  
Bismarck, North Dakota 58501  
(701) 224-2907

Puerto Rico

Assistant Secretary for Vocational Rehabilitation  
Dept. of Social Services  
P.O. Box 1118  
Hato Rey, Puerto Rico 00919  
(809) 723-1792

Ohio

Administrator  
Rehabilitation Services Commission  
4656 Heaton Road  
Columbus, Ohio 43229  
(614) 466-7790

Rhode Island

Administrator Vocational Rehabilitation  
40 Fountain Street  
Providence, Rhode Island 02903  
(401) 421-7005

South Carolina

Executive Director  
Commission for the Blind  
P.O. Box 11638, Capitol Station  
Columbia, South Carolina 29211  
(803) 758-2595

Vermont

Div. for the Blind & Visually Handicapped  
Dept. of Social and Rehabilitation Services  
81 River Street  
Montpelier, Vermont 05602  
(802) 828-2747

South Dakota

State Director  
Dept. of Social Services  
Div. of Rehabilitative Services  
State Office Building, Illinois  
Pierre, South Dakota 57501  
(605) 224-3195

Virginia

Virginia Commission for the Visually Handicapped  
3003 Parkwood Avenue  
Richmond, Virginia 23221  
(804) 786-2181

Tennessee

Div. of Services for the Blind  
Dept. of Human Services  
303-304 State Office Building  
Nashville, Tennessee 37219  
(615) 741-3163

Virgin Islands

Dept. of Social Welfare  
Div. of Vocational Rehabilitation  
P.O. Box 539  
St. Thomas, Virgin Islands 00801

Texas

Executive Director  
State Commission for the Blind  
800 City National Bank Building  
Austin, Texas 78711  
(512) 474-1901

Washington

Office of Services for the Blind  
Dept. of Social & Health Services  
3411 South Alaska Street  
Seattle, Washington 98118  
(206) 464-6690

Utah

Administrator  
Div. of Rehabilitation Services  
Utah State Board of Education  
250 East Fifth South  
Salt Lake City, Utah 84111  
(801) 533-6814

West Virginia

Div. of Vocational Rehabilitation  
P&G Building, Washington Street  
Charleston, West Virginia 25305  
(304) 345-2375

Wisconsin

Administrator  
1 West Wilson Street, Room 720  
Madison, Wisconsin 53702  
(608) 266-1683

Wyoming

Administrator  
Div. of Vocational Rehabilitation  
Hathaway Building, West Cheyenne,  
Wyoming 82002  
(307) 777-7387

Trust Territory

Office of the High Commissioner  
Trust Territory of the Pacific Islands  
Saintan, Mariana  
Islands 96550 9422

American Samoa

Assistant to the Governor of American Samoa  
Pago Pago, American Samoa  
96799  
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